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Class Specifications  
for the Class:

GENETIC HEALTH COORDINATOR

**Class Distinguishers:**

Complexity: This class reflects responsibility for planning, developing, evaluating, and coordinating genetic services on a statewide basis. Genetic services include those services needed to detect, diagnose, treat and prevent inherited disorders. The work includes developing and coordinating a statewide plan for genetic services and programs; as well as representing Hawaii in local, regional, national, and international activities related to genetics.

Personal Contacts: The sole position in this class has significant personal contacts in serving as the Department of Health's representative at the regional and national level. This function allows Hawaii to have a role in decisions and policy making regarding health-related genetic activities; facilitates the exchange of information about local, regional and national genetic activities and standards; fosters public/private sector partnerships regarding genetic services and policies; and provides genetic education to health professionals and the general public.

Supervision Received: The work is performed under the general supervision of the head of the Children with Special Health Needs Branch.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Genetic principles and practices covering human genetic diseases and disorders including their causes, characteristics, implications and treatment; genetic services/resources; current problems and issues in genetics; public and private sector genetic services/programs; pertinent laws, rules, regulations and policies regarding genetic services; local, regional, national and international genetic activities; budgeting; program planning and evaluation; research methods and techniques; report writing; grant writing and administration; laws, rules and regulations relating to fee-for-service contracts; and legislative processes.

Ability to: Plan, coordinate and evaluate preventive, diagnostic and treatment programs and services for genetic disorders; review and analyze current genetic information; evaluate data in terms of reliability, validity and relevance to Hawaii; develop long-term program goals for Hawaii; plan and conduct program analyses; prepare clear and concise reports, correspondence and informational material; communicate effectively orally and in writing, including speaking to groups and individuals; maintain effective working relationships with departmental personnel, community agencies, governmental representatives and the representatives of the genetics community; serve as the department's representative in genetic related areas; apply for and administer grants; and develop request for proposals and contracts for service.

**Examples of Duties:** *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Perform needs assessment for genetic health services (e.g., prenatal screening, newborn screening, and education).
2. Establish goals and objectives related to genetic health services with the public and private sector (e.g., consumers and insurance, medical, public health and laboratory personnel).
3. Develop a plan for a statewide system of genetic health services along with State and federal programs and agencies, consumers, and providers.
4. Analyze statistical data (e.g., birth defect rates) for program planning, budgeting and preparation of reports.
5. Initiate new legislation related to genetic health problems; propose revisions to current laws as needed; prepare briefs and testimonies related to genetics legislation in consultation and coordination with public and private agencies and consumers.

6. Provide leadership in State genetic health services through knowledge of national, international, federal and State trends and reports related to genetic services.
7. Prepare applications for grant funds to enhance genetic services, and plan, administer, coordinate and prepare reports and budgets for grants.
8. Develop requests for proposals and contracts for genetic health services, and monitor and evaluate the effectiveness of contracted services.
9. Work with programs in the public and private sectors to assure a coordinated, integrated genetic service delivery system (utilizing knowledge of those able to provide the necessary genetic services).
10. Participate in local, regional, and national organizations, committees, and coalitions related to genetic services.
11. Function as Hawaii's contact person in communicating with other states for genetic related issues.
12. Develop standards for genetic services (e.g., newborn and prenatal testing) based on a review of practices in other states and in consultation with experts in each field (e.g., laboratories, medicine, social services).
13. Develop and evaluate an overall quality assurance program for genetic health services statewide (usually for areas in which there are national standards such as prenatal and newborn screening).
14. Identify ongoing staff training needs related to genetics for Department of Health staff such as social workers and public health nurses.
15. Plan and conduct training sessions on current genetic topics in coordination with other genetic service resources in the State.
16. Assess genetic educational needs of the community and work with the community to meet the identified needs.

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This is the first specification for the new class GENETIC  
HEALTH COORDINATOR.

Effective Date: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

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JAMES H. TAKUSHI  
Director of Human Resources Development